



NECPOC Training News

July 2003



UPCOMING COURSES

18 July @ Picatinny, NJ
\$90 - Spaces available
MS Excel Introduction

21 July @ Picatinny, NJ
\$90 - Spaces available
MS Word Intermediate

23 July @ Picatinny, NJ
\$90 - Spaces available
MS Excel Intermediate

23 July @ Picatinny, NJ
\$90 - Spaces available
Introduction to Photoshop

4-8 August @ Aberdeen, MD
NO COST - Spaces Available
Transport of Biomedical Materials

5 August @ Aberdeen, MD
\$99 - Spaces available
Time Management

5-7 August @ Aberdeen, MD
\$295 - Spaces available
Effective Briefing Techniques & Presentation Skills (UNIT 1)

11-12 August @ West Point, MD
\$395 - Spaces Available
Activity Based Costing

11-14 August @ Aberdeen, MD
\$395 - Spaces available
Report and Technical Writing

18-22 August @ Aberdeen, MD
(Edgewood Area)
40 hr HAZWOPER \$1,000
24 hr HAZWOPER \$600
8 hr Refresher \$200
Spaces Available

DA TO DIRECT PLACEMENT OF ALL GRADUATES OF THE SENIOR SERVICE COLLEGES

Civilian graduates of the Senior Service Colleges will now be placed in key leadership positions by Department of the Army to maximize return on the investment and provide an avenue for full utilization of the competencies acquired through these leadership programs. The Senior Service Colleges include the Army War College resident and distance education programs, the National War College and the Industrial College of the Armed Forces. This policy will also be applied to the DLAMP participants who attend the Air War College and the College of Naval Warfare. Go to:

<http://cpol.army.mil/library/tld/tld-060503.html> to see the 5 June memo signed by the Vice Chief of Staff. Implementing policy to be developed, but mandatory placements will begin with those starting this Summer for Academic Year 2003-2004

ORGANIZATIONAL LEADERSHIP FOR EXECUTIVES

Q: Why leadership training?

A: Army civilians are assuming more and higher levels of responsibility in the Army. Traditionally, civilians get to their levels of responsibility through their technical expertise. OLE training is important because leadership skills are necessary to be able to deal with building teams, communicating influentially, and understanding one's self as an organizational leader.

Q: How do we do this?

A: OLE is a metaphor for what happens

to us daily. All the learning activities are experiential, purposeful and do have a point. The challenge is to discover the leadership meaning for one's self, as leadership is learned, not taught. This is called real life.

Q: What is this thing called OLE?

A: It is direct experiential confrontation with practical problems. OLE consists of experiences designed as social process events to help you discover and diagnose underlying processes...and the experiences are designed to provide help from others in discovering and testing more effective means to enhance personal effectiveness and organizational successes.

Q: Am I eligible?

A: Army civilian managers in the grade of GS 12 - GS 15 and military LTC/COL are the target audience for OLE. NAF/Wage grade filling managerial positions are also eligible. GS 11 Supervisory personnel who have completed the Supervisors Development course (SDC) and the Leadership Education and Development (LEAD) course can apply for a waiver for attendance at OLE on a space available basis.

Visit the Center for Army Leadership website

https://cgsc.leavenworth.army.mil/cal/cltd/CLTD_courses/ole.asp for additional course information, scheduled classes and registration process.

FY 04 ACTEDS CATALOG NOW AVAILABLE

Check out the FY04 training and development opportunities described in the Army Civilian Training Education and Development (ACTEDS) Training Catalog. Here's the web site:
<http://cpol.army.mil/train/catalog/index.html>.

Email any comments/suggestions to NECPOC HRD Staff
HRDinfo@CPOCNER.apg.army.mil



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UPCOMING COURSES (cont'd)

5 September @ West Point, MD
\$220 - Register by 4 August
Federal Appropriations Law
(UPDATE)

16-18 September @ Aberdeen, MD
\$440 - Register by 1 August
Strategic Planning For Government
Organizations

22-26 September @ APG, MD
NO COST - Register by 22 Aug
Operations Research/Systems Analysis
Familiarization (ORSA) Course

29 Sep - 3 Oct @ Picatinny, NJ
\$225 - Register by 23 July
Basic Environmental Course

Go to our Web Page:
<http://cpolrhp.army.mil/ner/hrd/03tp/scheduleupdate.htm> for detailed course descriptions, nomination procedures, and additional courses and dates.

PROMOTIONAL BENEFITS RECEIVED BY CONFERENCE PLANNERS

Everyone probably knows by now that employees may keep frequent flyer miles and hotel chain bonus points earned on official travel. Employees may retain those benefits for personal use, including upgrade to a higher class while on official travel. The rule is not the same for promotional benefits or

materials received from a travel service provider in connection with planning or scheduling an official conference or group travel. The General Services Administration has clarified this rule in a revision to the Federal Travel Regulation (41 CFR Parts 301-53 and 301-74, 68 FR 27936, 22 May 2003).

Those benefits and materials are considered government property. They may be accepted only on behalf of the Federal Government and may be used only for official Government business. So, for you conference planners and contracting officers, when a hotel gives you 50,000 reward points for booking a conference with it, you may not keep them. The points belong to the Federal Government. If you have any questions about this regulation or any other ethics matters contact your legal department.

PAYMENT OF EXPENSES TO OBTAIN PROFESSIONAL CREDENTIALS

MACOMs now have the authority to approve payment of expenses for Army civilian employees to obtain and renew professional credentials, including professional accreditation, professional licenses, certification and examinations to obtain such credentials. This authority does NOT permit payment for degrees or membership fees in professional societies nor is this an entitlement. Funding is discretionary and priority will be for licenses and certification when required by local, state or Federal Government authority to perform the work required by the employee's position. Payment will be via reimbursement after successful

receipt of the credential. Employees must obtain prior written approval to incur the expenses. Payment may not be retroactive. For further information contact your CPAC or Sandy Moxley 410-306-0185.

!!FREE!! DISTRIBUTED LEARNING TRAINING OPPORTUNITIES

The Housing Television Network Program Presents a 2.5 hour broadcast, 7 Aug 03 -- "Creative Desktop Publishing & Graphics". This course is intended for Federal and military employees interested in wanting to better understand and use desktop publishing more efficiently.

The Housing Television Network Program Presents a 7.5 hour broadcast (divided into three 2.5 hour parts), 12, 13 and 19 Aug 03 -- "Business Ethics for a Changing World". This program is intended for Federal and military directors, supervisors, managers, human resource professionals, risk managers and all employees interested in wanting to learn more about ethics.

Contact Melissa Harvey,
melissa.harvey@cpocner.apg.army.mil
(410)306-0189 or DSN 458-0189 for additional course information and registration process.

AMEDDs "TOXINS AS BIOLOGICAL WARFARE AND TERRORISM AGENTS"

Contact Melissa Harvey @ 410-306-0189 to request a FREE videotape of this 9 July 03 Satellite Broadcast.

Email any comments/suggestions to NECPOC HRD Staff
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